5 October 1982

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MEMORANDUM FOR: Director, Foreign Broadcast Information Servic	-6
FROM : Director of Personnel	
SUBJECT : Retirement Award Review -	
1. The individual identified above has formally indicated an intention to retire on 31 December 1982. In order that a award in recognition of a career be presented before retirement I urge you to begin a review now to determine if an award recommendation consistent with HR 20-37 is in order. It is not my intention to influence award nominations. I do, however, wa to insure that the career of every Agency employee is assessed for appropriate recognition and, if an award recommendation is called for, that it be made sufficiently in advance to permit presentation prior to the employee's departure. 2. Appropriate retirement recognition may be given in a variety of ways. One effective method to personalize this significant time is to meet with the retiree on the last day of employment to express our gratitude for past services and extengood wishes for the future.	any t, t ant

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MEMORANDUM FOR	ર: ∜	irector,	Horein.	r bronde	tapt 1	nforms	Rion	Servico
FROM	:	irector	of Pers	onnel			* * * * * * * * * * * * * * * * * * *	L
SUBJECT	: R	etiremen	t Award	Review				
1. The is an intention to award in recognized for, the presentation of the presentatio	gniti begin con to in the te re	on of a n a revi sistent fluence career cognitiot be mad	career ew now with HR award no of every n and, e suffice	be prese to deter 20-37 i omination y Agency if an aw ciently	ented rmine is in ons. rempl ward rempl	before if an order. I do, oyee i ecomme vance	reti award It howev s ass	is not er, wan essed on is
2. Approvariety of way significant tiemployment to good wishes for	rs. ime i expr	One effe s to mee ess our	ctive me t with gratitue	ethod to the reti	pers ree o	onaliz	e thi last	s day of
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